



Conversion Station Model 711/811

Owner's Manual

3M Library Systems
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Safety Information


Read, understand, and follow all safety information contained in these instructions prior to installation and use of the 3M™ Conversion Station Model 711 and Model 811. Retain these instructions for future reference.

Intended use

The 3M Conversion Station Model 711 and Model 811 are intended for use in converting library items that use optical barcode technology to RFID technology using 3M™ RFID tags.

The Model 711 and Model 811 are designed and intended for use in an indoor library environment. They have not been evaluated for other uses or locations.

EXPLANATION OF SIGNAL WORD CONSEQUENCES	
 DANGER:	Indicates a potentially hazardous situation, which, if not avoided, will result in death or serious injury and/or property damage.
 WARNING:	Indicates a potentially hazardous situation, which, if not avoided, could result in death or serious injury and/or property damage.
 CAUTION:	Indicates a potentially hazardous situation, which, if not avoided, may result in minor or moderate injury and/or property damage.
CAUTION:	Indicates a potentially hazardous situation, which, if not avoided, may result in property damage.

EXPLANATION OF PRODUCT SAFETY LABEL SYMBOLS	
	Attention: Read accompanying documentation
	Warning: Risk of Electric Shock
	Warning: Not a Step
BACKLIGHT CONTAINS MERCURY, DISPOSE ACCORDING TO LOCAL, STATE, AND FEDERAL LAWS	Caution: Mercury disposal hazard

WARNING

To reduce the risk associated with hazardous voltage:

- Do not attempt to modify or repair — no user serviceable parts inside — contact 3M Service for repair.

To reduce the risk associated with back strain related injury:

- Follow safe lifting procedures.

To reduce the risk associated with a fall or machine tipping related injury:

- Do not step or lean on any part of the Conversion Station.

CAUTION

To reduce the risk associated with eye related injury:

- Do not look directly into laser scanner device;
- At the end of service life, dispose of the laser scanner in accordance with federal, state and local requirements.

To reduce the risk associated with environmental contamination related injury:

- The Conversion Station contains a lithium battery, mercury in the monitor/display, and circuitry that contains lead in the solder. At the end of service life, dispose of the Conversion Station in accordance with federal, state and local requirements.

IMPORTANT NOTES

Do not bend, fold, or damage the RFID tag in any way.
Such damage increases the likelihood of premature tag failure.

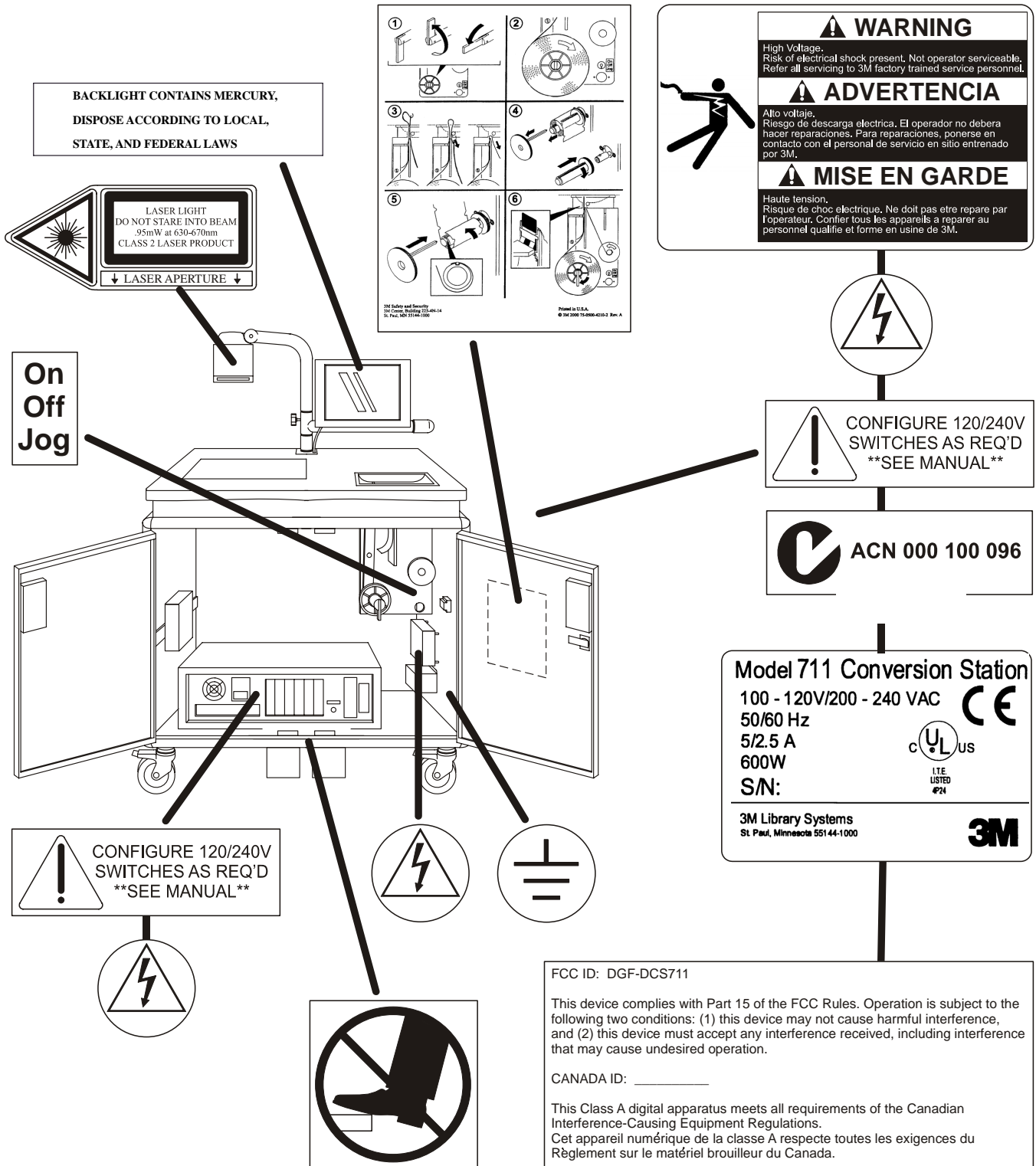
A rejected tag is identified with a hole punched through it.
Do not use tags with holes in them.

If you receive a system message indicating that a tag cannot be programmed, that tag may be defective. Ask your conversion coordinator where to put any tags that are suspected of being unprogrammable.

IMPORTANT NOTE

The Code of Federal Regulations (CFR) 21CFR1040.10 requires the following statement for products containing lasers:
Caution—use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous laser light exposure.


Safety Label Locations



Japan

同梱の電源コードは当該製品専用です。

Specifications

Shipping Size		Tag Types
Height	47.5 inches [1207mm]	<p>Make sure that you use the correct type of tag:</p> <ul style="list-style-type: none"> The Conversion Station Model 711 uses 3M™ D1 RFID tags only. The Conversion Station Model 811 (used with the 3M™ One-Tag RFID System) uses 3M™ ISO RFID tags. <p>3M inspects all RFID tags during manufacturing and ensures that shipments contain the quantity of good tags ordered. When defective tags are discovered, the following occurs:</p> <ul style="list-style-type: none"> Tags are added to the shipment to make up for defective tags discovered during the inspection. A hole is punched through defective tags if a customer has purchased this option. Do not use tags with holes in them.
Width	42.5 inches [1080mm]	
Depth	30.0 inches [762mm]	
Weight	338 lbs. [154 kg]	
Model 711/ 811		
Height	55.25 in. [1403mm]	
Width	30.0 in. [762mm]	
Depth	18.0 in. [457mm]	
Weight	150 lbs. [68.2 kg]	
Operating and Storage Temperature		
Storage Temperature and Humidity	50 to 90 degrees F [10 to 32 degrees C] 20 to 70% RH, non-condensing	
Typical Ambient Temperature	50 to 104 degrees F [10 to 40 degrees C]	
Electrical Requirements		
<p>The customer must provide an electrical receptacle within 10 feet [3m] of the Conversion Station. If the Conversion Station is to be used in the book stacks, it is the responsibility of the customer to provide an extension cord.</p> <p> For operations outside of the U.S. (OUS), the customer must provide a power cord.</p>		
Voltage	110/120 VAC 50-60Hz 220/240 VAC 50-60Hz	
Amperes	110/120 VAC – 5 Amps 220/240 VAC – 2.5 Amps	
RFID Operating Frequency	13.56 MHz	

CAUTION

To reduce the risk associated with environmental contamination related injury:

- The Conversion Station contains a lithium battery, mercury in the monitor/display, and circuitry that contains lead in the solder. At the end of service life, dispose of the Conversion Station in accordance with federal, state and local requirements.

Components

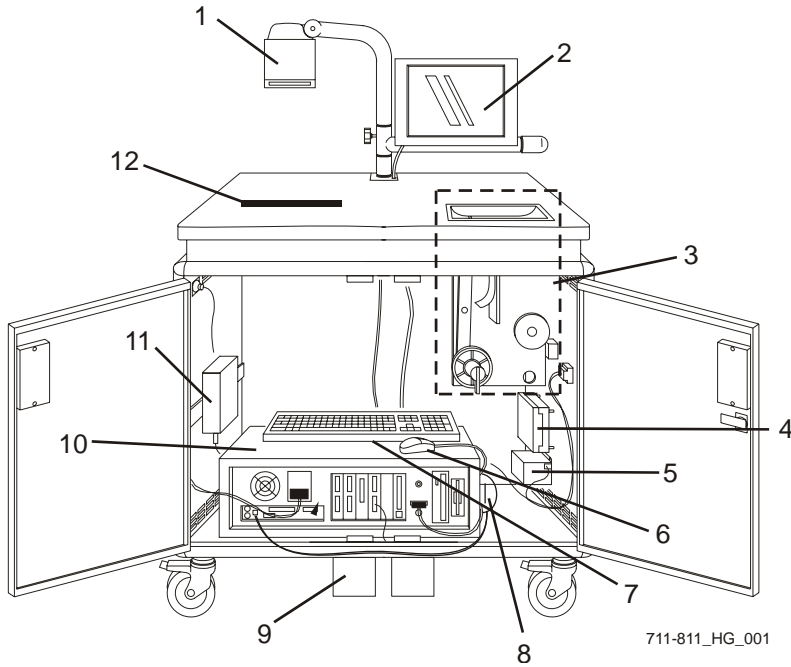


Figure 1 711/811 Components

Item	Description	Item	Description
1	Scanner	7	Keyboard
2	Touch screen monitor	8	Memory card drive
3	Tag dispenser	9	Anti tip hardware
4	12-volt power supply	10	Computer
5	Circuit breaker box	11	RFID reader
6	Mouse	12	Scan line area

Using the Tag Dispenser

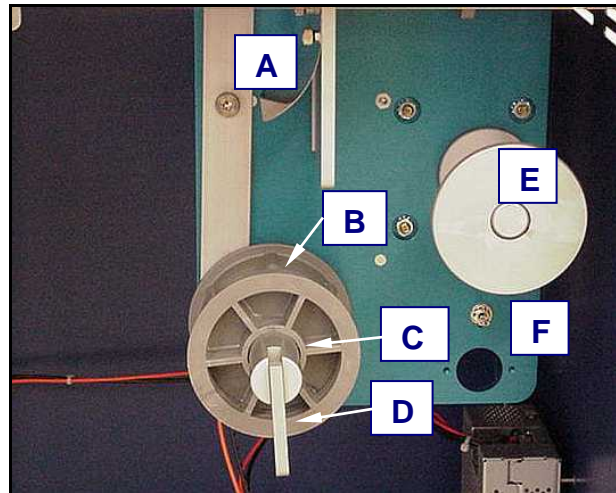
IMPORTANT NOTES

- Do not bend, fold, or damage RFID tags because this may cause premature tag failure.
- If you discover a tag with a hole punched through it, do not use the tag. A hole indicates that the tag was identified as defective during inspection.
- If you receive a system message indicating that a tag cannot be programmed, ask your conversion coordinator where to put these tags.

Automatic Tag Dispenser components

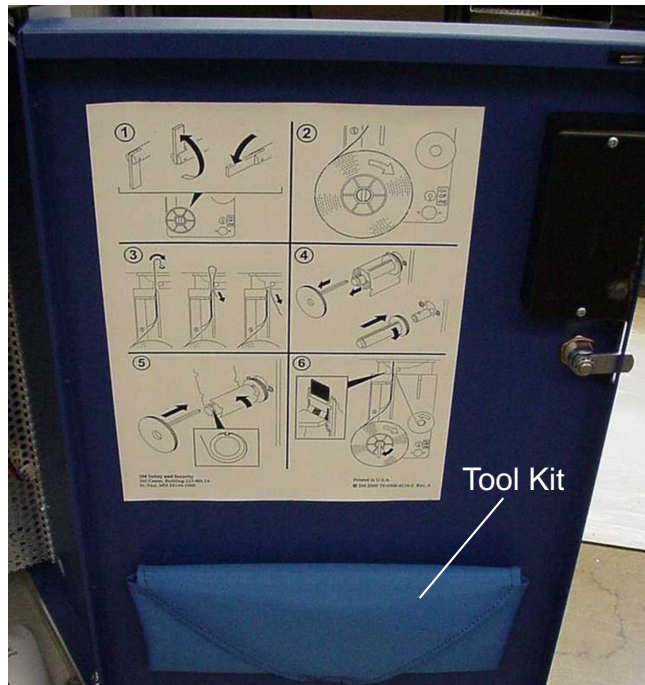
The Automatic Tag Dispenser consists of the following components

- A** Curved steel spring guide plate
- B** Two plastic core inserts
- C** Supply roll shaft
- D** Stop lever
- E** Take-up spool
- F** Tag dispenser switch



Operator tool kit

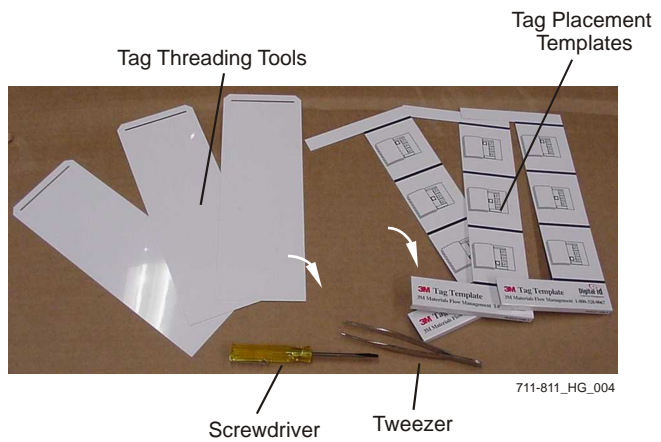
The Conversion Station comes with a tool kit attached to the inside right front door.



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The tool kit contains:

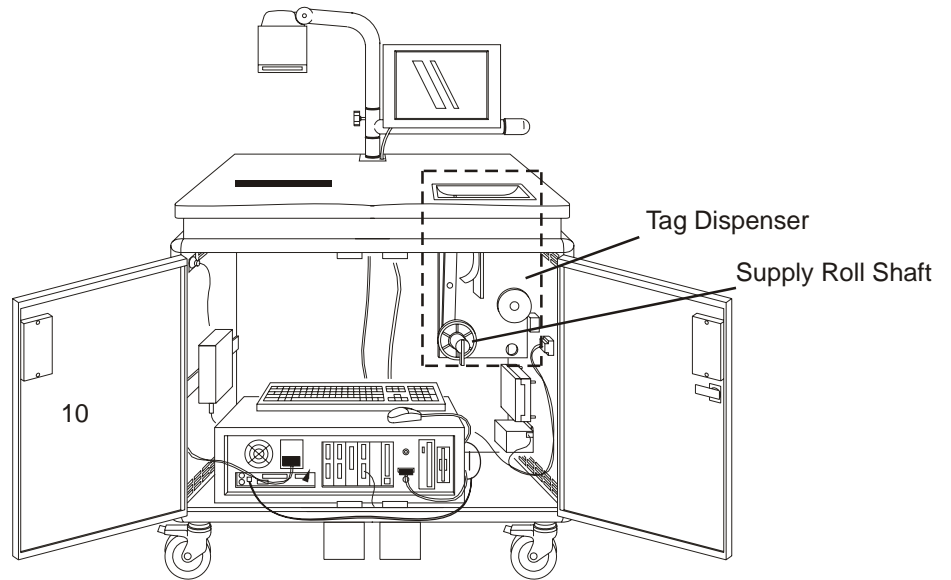
- Three 3M RFID tag threading tools)
- Three 3M tag templates to help you correctly place 3M RFID tags in books
- Small screwdriver
- Tweezers



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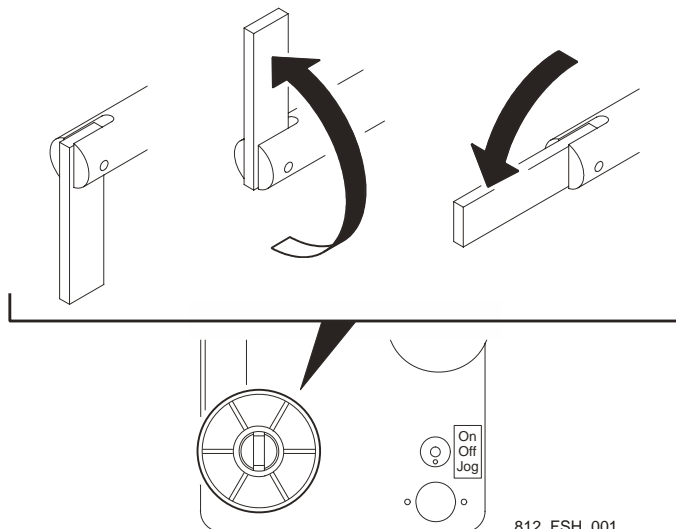
Loading the tag dispenser with tags

- 1 Open the Conversion Station cabinet doors and locate the tag dispenser.
- 2 Locate the supply roll shaft.



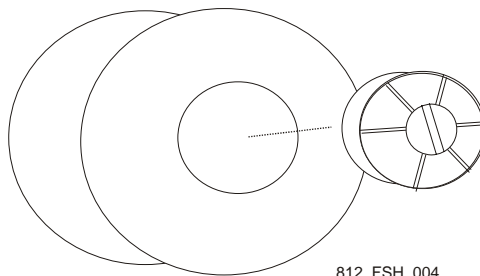
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- 3 Rotate the supply roll shaft until it is in the up position.
- 4 Release the stop lever so that it drops into a horizontal position.



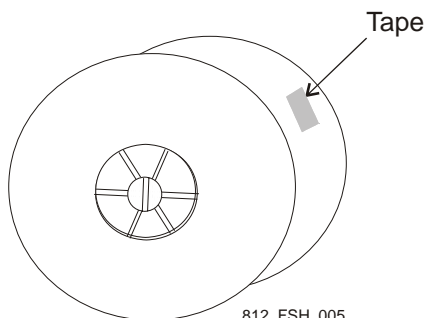
812_FSH_001

- 5 Remove the two plastic core inserts from the supply roll shaft and install one on each side of the roll of RFID tags.



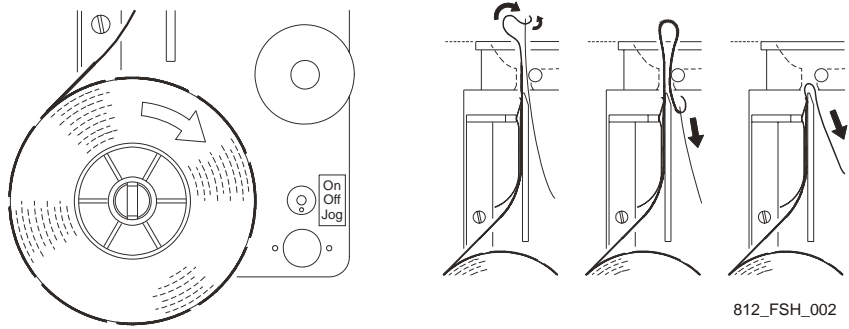
812_FSH_004

- 6 Remove the tape from the roll of RFID tags.



812_FSH_005

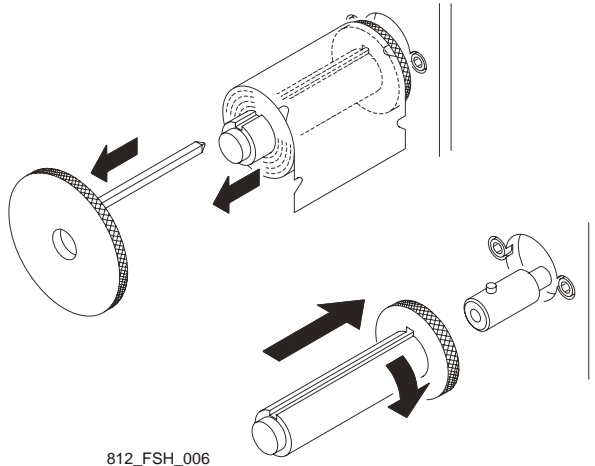
- 7** Install the roll of tags on the supply role shaft and thread the tags through the unit to the take-up spool.



812_FSH_002

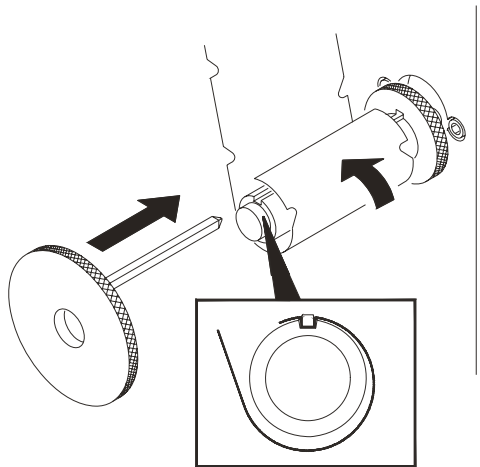
- 8** Remove the take-up spool endplate and the take-up spool.

- 9** If there is a liner from the previous roll of tags, remove it and put the take-up spool back in place.



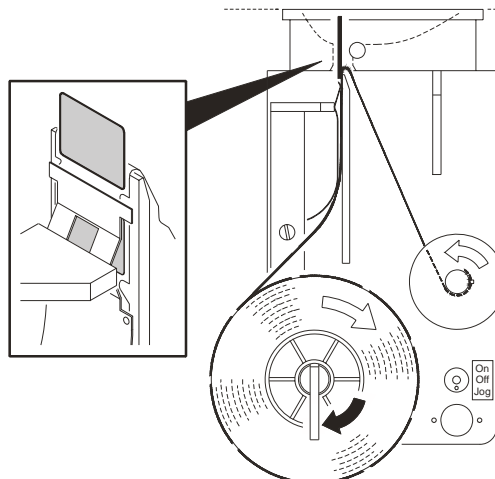
812_FSH_006

- 10** Connect the tag roll to the take-up spool and reinstall the end plate.



812_FSH_007

The figure shows you how the tag installation should look when you are done with the procedure.



812_FSH_008

Cleaning the tag dispenser opening

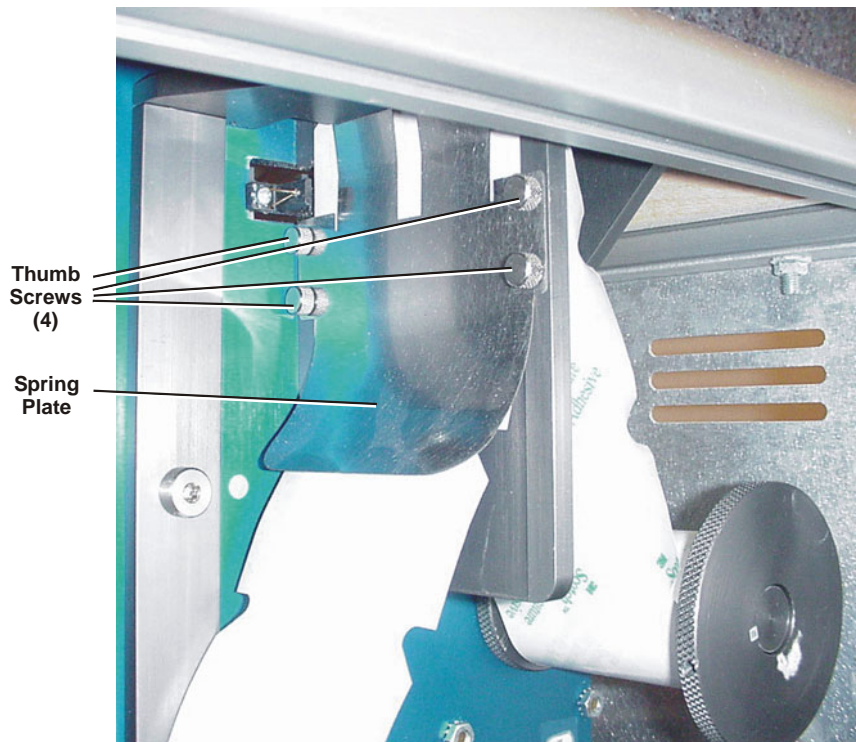
Use a soft cloth to remove any dust from the tag dispenser opening.



Cleaning the spring plate (tensioner/guide)

Clean the spring plate approximately every 5,000 tags or as necessary.

- 1 Remove the spring plate.
 - Hold the spring plate and remove the four (4) **thumb screws** that attach the spring plate to the frame.
- 2 Clean the spring plate with a soft cloth and a mild cleaning solution.
 - The surface of the spring plate that contacts the tags may have a thin waxy build-up.
- 3 Replace the spring plate.



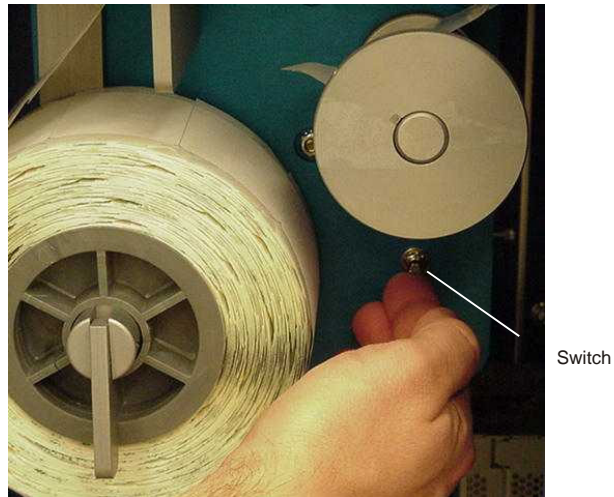
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Troubleshooting Tag Dispenser problems

The **tag dispenser switch** controls the motor used to advance tags to the feeder opening on the top of the Conversion Station.

The tag dispenser switch has three positions:

- **ON** (up) position
- **OFF** (middle) position
- **JOG** (down) position



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Switch

Problem	Solution
The motor stops before a tag advances into the correct position above the tag feeder opening,	Turn the tag dispenser switch to the OFF (middle) position and then to the ON (up) position. A tag should advance through the tag feeder opening and into the correct position.
A tag jams below the surface of the tag feeder opening,	<ol style="list-style-type: none"> 1 Go inside the Conversion Station cabinet and clear the jammed tag. 2 Turn the tag dispenser switch to the OFF (middle) position and then to the ON (up) position. <p>A tag should advance through the tag feeder opening and into the correct position.</p>
A tag appears in or slightly above the tag feeder opening but you cannot peel off the tag	Turn the tag dispenser switch to the JOG (down) position as many times as necessary to advance or “jog” the tag into the correct position.

Service

3M Service phone numbers

In the United States

Library Systems: 1-800-328-0067 (Option 1)

In Canada

English 1-800-268-6235

Français 1-800-567-3193

In other countries

Call your local 3M office.

To order tags

Tag types

Make sure that you order the correct type of tag for your equipment:

- The Conversion Station Model 711 only uses **3M™ D1 RFID Tags**.
- The Conversion Station Model 811 (used with the 3M™ One-Tag RFID System) only uses **3M™ ISO RFID Tags**.

Phone numbers

Call the following phone numbers to order the tags listed above.

In the United States

1-800-328-0067 (Option 2)

In Canada

English/Français 1-800-410-6880

In other countries

Call your local 3M office.

